

August 11, 2010

**ITEM NO. A3**

**RECOMMENDATION TO APPROVE FY2010 HCV ADMINISTRATIVE PLAN FOR  
HOUSING CHOICE VOUCHER TENANT BASED AND PROJECT BASED  
PROGRAMS**

**To the Honorable Board of Commissioners:**

**RECOMMENDATION**

It is recommended that the Board of Commissioners (“Board”) approve the FY2010 Administrative Plan for the Housing Choice Voucher Tenant Based and Project Based Voucher Programs and authorize its submission to HUD.

**FUNDING**  
N/A

**EXPLANATION**

Federal regulation 24 CFR 982.54 requires Public Housing Authorities (PHA) to maintain and update the Administrative Plan for the Housing Choice Voucher Tenant Based and Project Based Voucher Programs that outline the rules and policies necessary to administer the voucher programs. The Administrative Plan clarifies the Chicago Housing Authority’s (CHA) Housing Choice Voucher Tenant Based Program (HCVP) and Project Based Voucher Programs (PBV) written policies in accordance with Department of Housing and Urban Development (HUD) regulations, in regards to matters some of which are covered under HUD regulations but left to local PHA discretion; in addition, the Administrative Plan is used by the programs to ensure proper administration of the voucher programs in accordance with the policies set forth in 24 CFR 982.54 and by this Board of Commissioners (“Board”).

The current HCV Administrative Plan received Board approval on December 15, 2008. The purpose for this request is to revise the following activities related to HCV/PBV Program administration: requests for reasonable accommodations, verification of disability, social security number documentation, organization/opening/closing of the waitlist, special admissions, targeted funding, local preferences, income verification, assets, medical expense deduction, special inspections and re-inspections, moving process, portability, homeownership re-examinations, payment standards, informal review/hearings, repayment agreements, and project based voucher program.

CHA completed two public consultation processes, which combined public participants and vouchers holders alike to voice their opinion and make comments on the proposed language revisions to the HCV Administration Plan. The first public consultation process began on March 5, 2010 and concluded on April 3, 2010; during which time on March 22, 2010 a public comment hearing was held. Thereafter, and prior to taking the initial proposed revisions to CHA’s Board, additional changes to the Plan were proposed. CHA placed the second iteration of revisions out for comment June 3-July 23, 2010; and a Public Hearing specifically for the second iteration of revisions was held June 21, 2010. All responses from CHA have been

drafted and submitted to Legal for review, then to RRC for posting. Upon approval of the Board of Commissioners, the Administrative Plan will be implemented September 1, 2010.

Based on foregoing, it is in the best interest of the Board of Commissions to approve the FY2010 Administrative Plan for the Housing Choice Voucher Tenant Based and Project Based Voucher Programs and authorize its submission to HUD, in substantially the form presented to the Board and the Chief Executive Officer or his designee is authorized to approve final changes including but not limited to, changes based on HUD requirements, or resulting from any applicable notice and comment process. Such approval shall constitute conclusive evidence of the Board's approval of any and all such changes.

**RESOLUTION NO. 2010-CHA-95**

**WHEREAS**, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated May 17, 2010 entitled, “RECOMMENDATION TO APPROVE THE FY2010 HCV ADMINISTRATIVE PLAN FOR HOUSING CHOICE VOUCHER TENANT BASED AND PROJECT BASED PROGRAMS”.

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT**, The Board of Commissioners hereby approves the FY 2010 Administrative Plan for the Housing Choice Voucher Tenant Based and Project Based Programs in substantially form presented to the Board.

**THAT**, the Chief Executive Officer, or his designee, is authorized to approval final changes, including but not limited to, changes based on HUD requirements, or resulting from any applicable notice and comment process. Such approval shall constitute conclusive evidence of the Board's approval of any and all such changes.

